

# KEWEENAW BAY INDIAN COMMUNITY

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## PHYSICIAN/MEDICAL DIRECTOR

**One (1) Full-time, Exempt position**

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING  
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Copy of Physician credentialing (Medical Practitioner License, MI Narcotic/Controlled Substances License)
- ☐ Documentation of CPR Certification, if applicable
- ☐ Copy of valid, unrestricted MI Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health & Human Services (DHHS).
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
Fax: 906-353-8068  
Email: [personnel@kbic-nsn.gov](mailto:personnel@kbic-nsn.gov)

**Distribution Date:** June 23, 2016

**Closing Date:** July 8, 2016 or Until Filled

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

## KEWEENAW BAY INDIAN COMMUNITY

### 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

### POSITION DESCRIPTION

#### **POSITION:**

#### **PHYSICIAN/MEDICAL DIRECTOR**

Full-time, Exempt position

#### **LOCATION:**

Donald A. LaPointe Medical Center  
Baraga, Michigan 49908

#### **SUPERVISORY CONTROL:**

Health Administrator

#### **SALARY:**

Negotiable

#### **QUALIFICATIONS:**

- Possess a Degree of Doctor of Medicine or Osteopathy (M.D. or D.O.) at an approved school of medicine or osteopathy and successful completion of post-graduate training in an approved residency program of Family Medicine, Internal Medicine/Pediatrics, or equivalent.
- Possess Board Certification as a Family Practice Physician.
- Possess current Michigan medical practitioner license and Controlled Substance/DEA license.
- Must have knowledge of Electronic Health Records (EHR).
- Must have a valid Michigan Drivers License, good driving record, be able to qualify for insurance to operate tribal fleet vehicles.
- Must be CPR and First Aid certified, or must obtain within six (6) months of date of hire.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

#### **MANDATORY REQUIREMENTS:**

Bi-Annual CPR Training; Annual TB Skin Test

#### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent.

#### **VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have a bad conduct or dishonorable discharge (need DD214).

#### **DUTIES AND RESPONSIBILITIES:**

1. Shall provide medical services as assigned by the Health Administrator. Services shall include, but not limited to, the following:
  - a. Health services for acute illnesses (outpatient); the diagnosis and treatment of minor acute and chronic illnesses, and direction/referral of more complex problems to appropriate resources;
  - b. Obstetrical services – diagnostic;; patient referrals to appropriate health resources; prenatal visits on site coordinated with obstetrical provider;
  - c. Health maintenance services including, but not limited to, the following:
    - i. Well Child Care- including immunizations
    - ii. Maternal health care- including diagnosis of pregnancy and referrals to other physician resources

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**

**"Home of the Midnight Two-Step Championship"**

- iii. Family planning- counseling and interim renewal of medication
  - iv. Identification and maintenance of health services of chronic diseases
  - v. Diabetic care- identification and maintenance
  - vi. Cancer care- identification and maintenance
  - vii. Cardiac care- identification and maintenance
  - viii. Infectious diseases care- identification and maintenance
  - d. Arranging for referral and coordination of patient care for outpatient and inpatient services
  - e. Providing continuing education counseling to appropriate personnel as requested
  - f. Participation in the overall quality assurance program
  - g. Participation in screening programs and data collection
  - h. Use of Electronic Health Records (EHR) in connection with the performance of duties
  - i. Office visits for new, existing, and urgent care patients
  - j. Consultation visits for new and existing patients
  - k. Minor medical procedures and treatments, including injections, intravenous treatment, and other medical treatments within the scope and practice of the Provider and able to be performed at the Health Center
  - l. Ordering of all laboratories for patients of the Health Center
  - m. Completion of required documentation
  - n. Consultation with other medical staff
  - o. Home visits with Community Health Staff, as required
  - p. Supervision, as required, of ancillary medical staff.
2. Assesses, prioritizes, and refers eligible patients to the Contract Health Services (CHS) Program, utilizing the current KBIC CHS Priority System and participates and provides services according to managed care programming or components that may arise. Such programming may include health maintenance activities through which DHHS may participate.
  3. Provides direct supervision to the Medical Physician and Mid-Level Provider. This includes writing performance standards, evaluating evidence based reports (i.e. GPRA, HEDIS) for all staff that are supervised. Assists with the setting of goals, reviewing outcomes, and facilitates the resolution of conflict between departments. Primarily responsible for developing work schedule of medical staff. Conducts peer reviews and provides appropriate recommendations to subordinates.
  4. Serves as the Chief Physician on the Contract Health Service Committee. Assists with facilitating cost-saving measures for uninsured patients. Collaborates with adjacent Health Care facilities to establish and research cost-saving measures and expansion of services.
  5. Helps develop standards of care and approves standing orders. Assists the Assistant Health Administrator with the establishment of policies and procedures.
  6. Assists in investigating patient complaints when necessary and as directed.
  7. Assures that access of care is available to patients of the Medical Center by evaluating schedules of medical providers and productivity. Intervenes as necessary and appropriate to assure continuity and complete access to care.
  8. Assesses clinic flow and intervenes as problems arise.
  9. Participates on various committees such as: Contracted Health Service, Health Board, etc. Participation includes presenting the viewpoints and concerns of the medical department and communicating the policies of the Department.
  10. Consultation on pre and post-admission for clients of the Keweenaw Bay Indian Community Substance Abuse Programs (KBICSAAP); available for medical questions related to New Day Clients.
  11. Other duties as assigned by supervisor.

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**Distribution Date:** June 23, 2016

**Closing Date:** July 8, 2016 or Until Filled